

COMMUNITY SERVICES PROGRAM ASSISTANT

DEFINITION

To assist in the planning and coordination of assigned daycare center, preschool, recreation program, or unit; to provide responsible child care and/or customer service to program participants; to ensure the coordination of program operations in the absence of a Community Services Program Coordinator or other designated supervisory staff; to assist Recreation Division staff in special events; and to perform related work as required.

LEVEL OF SUPERVISION AND RESPONSIBILITY

Employees in this class receive general supervision from a Community Services Program Coordinator or other designated supervisory staff. May exercise technical and functional supervision over part-time personnel as assigned. This job requires specialized knowledge of child development and/or recreation theories and practices, strong organizational skills, and the ability to interact effectively and positively with both children and adults.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Assist in the coordination of and participate in the day-to-day operations of assigned recreation program or site; assist in organizing daily events, overseeing the work of part-time support staff, and participating in a variety of program's activities.

Participate in the planning and implementation of recreation activities appropriate for participants' age groups, reflective of traditional theories and practices, and in compliance with federal, state, and City governing codes, regulations, and guidelines.

Supervise participants in a variety of assigned program activities consistent with community recreation programs; when supervising children, apply principles of positive discipline as necessary; prepare and set up recreation activities; lead recreation, playtime, and/or group time activities; supervise activities on playground, field, pool, or other recreation venue.

Communicate with participants on an on-going basis; assist in producing materials such as a weekly/monthly calendar or newsletter to inform participants of program activities and upcoming events.

Assist Community Services Program Coordinator or designated supervisory staff by gathering data and other information for input into the preparation of annual budget for assigned site/program; account for assigned monies; coordinate and implement the purchase of necessary supplies and equipment, as well as needed repairs and maintenance as assigned.

Assist in the evaluation of part-time staff; providing training, orientation, and guidance as assigned; prepare weekly and daily schedules for part-time personnel as directed.

Assist with maintenance of records and files on all participants; updating emergency and other pertinent information on a regular and as needed basis.

Promote safety and render first aid as required.

Document all incidents involving injury, behavioral problems, and/or any unusual events; communicate as appropriate to supervisor, parents and others; maintain all related records.

Assist in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintain and update all records required by state and local regulatory agencies.

Coordinate and participate in a variety of program operations and facility maintenance activities such as cleaning and sanitizing rooms, furniture, play, sports, or pool equipment; cooking, serving, cleaning up, and storing food, depending upon assignment.

Assist in planning, organizing, and conducting field trips, other special recreational events, and/or community activities as assigned.

QUALIFICATIONS

Knowledge of:

Standard and accepted methods, techniques, principles, and procedures related to childcare, preschool and/or recreation programs and operations;

Depending upon assignment, cognitive, mental, and physical developmental characteristics of preschool, elementary, and/or middle or high school age children;

A variety of games, sports, arts, crafts and other activities appropriate to various ages of participants;

Basic principles and practices of employee supervision;

Basic first aid, health/hygiene, and safety standards and practices;

Standard and accepted English usage, spelling, grammar, and punctuation.

Customer service skills and telephone etiquette.

Ability to:

Learn and apply City's policies, procedures, and organizational priorities related to preschool, recreation and childcare programs;

Understand and carry out both oral and written instructions in an independent and timely manner;

Operate a variety of office machines and equipment such as typewriter, computer terminal and designated software, calculator, fax machine, and copier;

Depending upon assignment, plan and prepare nutritional snacks and meals for groups of children;

Organize and prioritize tasks in an effective and timely;

Maintain and update a variety of files and records including confidential documentation;

Prepare written narratives, correspondence, notices, newsletters, and reports in a clear and concise format;

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner;

Communicate effectively, tactfully, and positively in both oral and written forms;

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be either:

1. Training:

Equivalent to the completion of the 12th grade and 15 units* in recreation, early childhood education, child development, or closely related field; AND

Experience:

At least four (4) years of work experience in recreation or a closely related program, or teaching in a licensed day care center, structured preschool environment or comparable group child care program; OR

2. Training:

An Associate's degree* with major emphasis in recreation, early childhood education, child development, or closely related field; AND

Experience:

At least two (2) years of work experience in recreation or a closely related program, or teaching in a licensed day care center, structured preschool environment or comparable group child care program; OR

3. Training:

A Bachelor's degree* with major emphasis in recreation, early childhood education, child development, or closely related field ; AND

Experience:

At least one (1) year of work experience in recreation or a closely related program, or teaching in a licensed day care center, structured preschool environment or comparable group child care program.

***Kids Junction before and after school daycare center positions: per licensing requirements, three (3) units of the required education must be in administration or staff relations.**

Licenses and Certificates:

Possession of a valid California driver's license; a standard First Aid Certificate issued by the American Red Cross; CPR Certification.

TYPICAL WORKING CONDITIONS

Work is typically performed in a classroom environment, an office environment and outdoors. Incumbent may be required to drive on surface streets for short periods of time to perform duties at off-site locations. Incumbent may be exposed to weather conditions while performing some duties outdoors.

TYPICAL PHYSICAL REQUIREMENTS

On an intermittent basis, sit at a desk for long periods of time; stand, walk, and bend while monitoring recreation programs; crawl, climb, kneel and twist intermittently when setting up various recreation and childcare programs; may occasionally need to lift, carry, and push boxes or equipment weighing up to 25 pounds. Perform simple grasping and fine manipulation; maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Use a telephone to communicate verbally and use a keyboard to communicate through written means, to review information and enter-retrieve data. See and read characters on a computer screen. Maintain mental capacity that allows for effective interaction and communication with others.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.